Greater Victoria Community Funders' Network

Grant Writing Handbook

Adapted with permission by the First Peoples' Cultural Council

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WELCOME

Welcome to the Greater Victoria Community Funders' Network Grant Writing Handbook. Building on a guide created by the First Peoples' Cultural Council and geared towards First Nations applicants, this Handbook is intended for a broader audience. Many thanks to the authors of that useful resource, an updated version of which can be found at:
http://www.fpcc.ca/files/PDF/Arts/General/grant-writing-handbook.pdf

Who we are:

The Greater Victoria Community Funders' Network provides the regular opportunity for local grant makers to share best practices and collaborate on different initiatives. The membership includes the groups listed on the cover page of this Handbook.

Purpose of this Handbook:

This Handbook is intended to provide information that you may find useful as you prepare grant applications. There are many other grant and proposal writing tips that could be shared, but the goal in creating this Handbook is to respond to some common questions asked by grant writers and to provide basic examples of application questions, answers, and budgets.

If you have additional questions, you may be able to contact directly the funders in charge of the grant programs you're applying to. Their names, contact information, and details about eligibility criteria of their particular grant programs are listed in Appendix A of this Handbook.

INTRODUCTION

There are many different grant programs available to non-profit and charitable organizations. Grants can be found at local, municipal, regional, provincial, national and international levels, and can support a wide range of activities.

Each grant program has "funding priorities" and "eligibility criteria" that let you know what types of projects will be considered for funding, along with information on proposal areas that **won't** be considered for funding.

Who can apply for a community grant?

Funders each have different eligibility criteria when it comes to who can apply for a community grant. Some funders will only fund organizations in good standing as **federally-registered charities** or other qualified donee with the Canada Revenue Agency (CRA), (see http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/qlfddns-eng.html for CRA's description of a qualified donee), while others may also fund organizations registered as **non-profits** under the BC Societies Act. Some funders may also offer sponsorships, bursaries, or scholarships to eligible individuals. This Handbook is intended to provide guidance for charitable or non-profit organizations looking to apply for community grants.

Many community grants provide funding support to organizations that want to provide a program, project or service. Here are some examples:

- A charity develops a six-week course in skill-building training and offers it to a set number of participants. This is repeated three times over the course of a year. This is a program. The program has specific activities, staff, outcomes, the number of people attending will be counted and an evaluation will take place at the end of each course session.
- A charity makes available a computer and a phone for people to search the web and connect with potential employers. This is on a drop in basis and there is no defined outcome. This is a service.
- A charity organizes a workshop, a conference, or research that is short in duration, will not necessarily be repeated in a calendar year but will produce information that may lead to an expanded or new program. This is a project.

Applying for a grant is not a guarantee that you will receive funding. However, a clearly-stated and thoughtful proposal will give you the best chance of having your project considered for full or partial funding.

Match your idea with the right funding agency

Find a funding agency with a grant program that fits your idea, rather than trying to create a new idea that fits into a grant program. Take the time to focus on what you really want to do. Put your ideas and thoughts to paper: elaborate on some of the logistics such as who, what, where, when, how and why, then have a look at various funding agencies' websites to see which ones are the closest match to your idea.

Once you identify a funder that looks like a match for your project idea, check your own funding history with that funder. Have you reported on previous grants? What types of projects were rejected or approved? If inquiries are welcome, please take the time to contact the funding agency. The staff at funding organizations can provide guidance regarding how your project fits within a given funding program and provide tips to strengthen your application. Be sure to contact the funder well in advance of the grant deadline, to ensure that they have time to respond to your inquiries effectively.

Preparation – Before you Write

There are several important steps before you begin writing an application, including familiarizing yourself with the program's description and guidelines, and creating a plan to get your proposal submitted on time.

Get Familiar with Program Descriptions and Guidelines

Before you start writing, you will want to spend some quality time studying the program description and guidelines specific to the grant program that you are applying to. Though this may not sound like the most exciting way to spend your time, it is the best way to avoid wasting your resources and energy on a grant program that does not fit your project idea.

Within a grant program's guidelines, you will find the program description. The program description outlines the types of projects considered eligible for funding, as well as the types of projects that are considered ineligible for this specific funding opportunity. In this section, you will also find information regarding the funding organization's priorities and vision. This can be helpful information when writing about how the outcomes of your proposed project align with the goals of the funding organization.

Check Application Deadlines

One of the first things to do when considering applying to a grant program is to find out the due date by which you will need to have your application submitted. Many grant programs have one annual deadline, while others have several deadlines per year or accept applications on an on-going basis.

Leave Yourself Enough Time

Once you know the deadline for the submission of your application, you can plan the steps you will need to take in order to complete your application on time. Grant writing takes time and it is best to start working on your application as soon as you know that you will be applying. In fact, depending on the size of the grant that you are seeking, it can often take between one to two months to organize your ideas, write your proposal, seek out letters of support, create high-quality samples of your work, and make your final edits. You may find it helpful to create your own "grant-writing calendar" that includes the deadlines you have set to complete various stages of your proposal as well as the schedules of other proposals you may be working on.

Common reasons why proposals are not successful:

- Good idea, wrong group (mission drift)
- Organization lacks expertise in a key area and cannot demonstrate how this expertise will be secured
- Poorly conceived idea, too vague, general
- Organization needs more capacity to undertake the initiative
- Duplicates work that is being done by others
- Key partners not consulted prior to the application
- No connection to the target group or lived experience to ground the proposal
- Group has poor track record - accountability and credibility issues
- Weak budget
- Timeline not feasible

Sometimes, good proposals are not approved because the funding agency did not have enough resources to fund more applications. Quite often, funding agencies receive far more requests from charities than funding available.

If your application is not successful, don't be discouraged – be proactive and contact the funding agency to request some feedback on how your next application could be improved.

Other Funding Sources

An overview of Greater Victoria Community Funders' Network granting programs is provided in Appendix A.

For a list of other potential funding sources, click on this link:
http://www.victoriafoundation.bc.ca/granting/other-funding-sources

Considering the 5 W's and 1 H

WHO	◆ Who will be involved in the project and how will you recruit them? ◆ Who will be responsible for overseeing the administrative aspects of the project such as hiring, payroll, report writing, budget management, project management, etc.? ◆ Who are the paid workers or contractors and who are the volunteers? How are people selected for each of these roles? How many people will you need?
WHAT	◆ What is the ultimate vision of the project and have you described it in a way that can serve as the key 'direction' for all participants? ◆ What are your goals and objectives for this project? ◆ What do you hope to achieve and how will you know you've achieved your goals?
WHERE	◆ Where will your project take place? ◆ Will you need one or several spaces? ◆ Will you need to rent space or can you access space at no charge? If you can access space at no charge, can you document this in your budget as an in-kind contribution from an organization?
WHEN	◆ When will the project take place? Are there clear start and end dates? ◆ When do paid and volunteer participants work on the project? ◆ When are the pre- and post-evaluation phases?
WHY	◆ Why are you doing the project? Is there a need that is being fulfilled? Does your project description and each section of your application clearly show what the needs are and why it is important to address these needs? How were needs identified and defined?
HOW	◆ How will the project proceed? Do you have a project work plan that provides a clear overview of the project including the 5 W's and 1 H? ◆ How will the proposed project effectively address the need that you've identified? ◆ How will you evaluate and measure the success of your project? ◆ How will you document any changes that you've had to make to the project? ◆ How might you approach the project if you receive partial funding?

THE DO'S OF GRANT WRITING

- ✓ **Do** think like a funder. Imagine committee members reviewing a stack of proposals. How does your application stand out?

- ✓ **Do** read the funding criteria thoroughly. Take note of items that are especially important, such as the deadline, maximum amount of funding available through this particular grant, and any attachments that are required with the application.

- ✓ **Do** call the funder, if the funder welcomes inquiries, to make sure that your project idea matches the grant funding and that a similar program is not already funded. If it does not match, the funder may be able to advise you on other grant programs that do match your project idea.

- ✓ **Do** take advantage of any information sessions that the funders provide. They are a good way to acquaint yourself with an overview of granting processes and learn from any examples provided, as well as to have some of your questions answered and put a face to the funder.

- ✓ **Do** follow the criteria, point-by-point, keeping within the word limits/space provided.

- ✓ **Do** write brief, succinct, straight-to-the-point answers to each question.

- ✓ **Do** spell-check and grammar-check before sending the application.

- ✓ **Do** plan ahead so that you can submit your application on time with all necessary documents attached. Some funders will require that you submit your application using an online system. Others may ask for the application and attachments to be sent via email. In that case, follow up to confirm that the funding agency has received your proposal and any attachments.

- ✓ **Do** follow the formatting instructions. Avoid trying to squeeze more information into your form by using a smaller font or decreasing the margin spaces. If you find that you're running out of space, your application may need more editing so that it is succinct and to the point.

- ✓ **Do** let the funder know if any of your contact information changes. If a funder can't reach you by phone, email, or mail, your application may not get reviewed or funded.

- ✓ **Do** keep a copy of your entire application. In the case of staff turnover, new staff will have access to the application. Funding agencies do not usually provide you with a copy of your application, so it is important to make a copy for yourself.

- ✓ **Do** use your copy of a successful grant application to create your work plan and keep your project on track and on budget. This will also help you to create a final report, which will enable you to close your file with the funding agency at the end of the funding period.

- ✓ **Do** share the progress of your project with your funders.

- ✓ **Do** allow plenty of time to prepare your application so that you can check and re-check your entire application package.

THE DON'T's OF GRANT WRITING

- ☹ **Don't** leave blank spaces on your application - if something doesn't apply to you or your project, write 'N/A' (not applicable).

- ☹ **Don't** write 'see attachment' and then attach your own proposal in your own format (unless the funding agency says that this is acceptable).

- ☹ **Don't** try to reformat an application form that has specific space and character limits. If a funder has a strict word or page count and you go over the count, your application may be rejected out of fairness to other applicants. Funders may contact you for further details, if needed.

- ☹ **Don't** write lengthy, vague, general statements about your proposed project, as this can make it confusing or difficult for the proposal to be assessed. Be concise and stick to the point of your program or project.

- ☹ **Don't** add excess documentation or material that are not requested or do not directly relate to your application. Lengthy articles, booklets and reports simply won't get reviewed – there isn't enough time for most review committees to read through extra materials that are not requested.

- ☹ **Don't** assume that the funder or the grant review committee will 'read between the lines' or guess at what you're trying to say. If you don't state it, they won't assume it.

TOP 10 QUESTIONS ASKED ON MOST APPLICATIONS

Each funding agency has different application questions and criteria. After your organizational contact information, the **ten most commonly-asked questions** are:

1. Please describe your history as an organization.
2. What is your mission and mandate (as pertaining to the proposed project)?
3. What is your program/project **idea?** (or, please describe your proposed project).
4. Why is this program/project important? (or, describe the need that your program/project will address).
5. What sort of background and expertise do you have to carry out this program/project?
6. What is your timeline to carry out your program/project?
7. Who will be involved in your program/project and what are their roles?
8. Who will benefit from your program/project?
9. How much will the entire program/project cost, or what is the full budget for the project, and how much of that budget are you requesting from this grant program?
10. How will you evaluate the program/project and what will you do with the results of the evaluation?

Some grant programs have additional questions that will enable the funder and/or review committee to review the benefits of your program/project. Sometimes, these questions can sound repetitive or redundant - if you're not sure about what is being asked and if the funder welcomes inquiries, contact the funder for guidance.

Some funders have different applications based on the size or type of grant proposed. For projects with budgets above a certain threshold, you may be required to provide a more comprehensive picture of the project, team and impact.

Keep in mind that the funding review committee will only be able to assess your application based on what you actually state in your application package. Even if you think that there are members on the review committee who are familiar with your work, history or reputation, remember that it is their responsibility to be neutral and fair by assessing all applications equally. See Appendix B for examples of application questions and responses.

WORK PLAN AND BUDGET

As part of your project description, many funding agencies will ask you to provide a work plan with timeline, indicating how your proposed project will proceed. This plan allows the review committee to understand the progression of your project and demonstrates that you have thought through the steps necessary for its successful completion.

When constructing your timeline, you will want to demonstrate how long it will take you to carry out your project. You can create a simple chart that breaks down your project plan by either weeks or months, depending on the steps involved and the length of your proposed project. It is best to keep your timeline simple and concise, yet complete.

Developing a Clear Budget

Your budget plays a critical role in your application for funding and will often make or break the success of a proposal. Most grant application forms will provide you with a budget template where you outline all the costs (project expenses) involved in your project, as well as the source of the funds that you will use to pay for your project (project revenues). Use a budget template if it is provided by the funder: if there is no budget template provided in the application form, choose one that is clear and easy to understand. See Appendix C for a sample budget template.

Elements that are critical to address in your project budget include:

- A breakdown of how much the proposed project will cost (projected expenses)
- Any additional sources of funding that are already confirmed and available for the proposed project (confirmed revenue)
- Any additional sources of funding that you are pursuing to support the project (unconfirmed revenue)
- The amount of funding that you are requesting from this particular grant program (amount requested)

Documenting In-kind Contributions

When determining your costs and revenues, it is important to honour the resources that are available for your project that do not require the payment of money. These are called in-kind contributions.

In-kind contributions may include things like:

- Use of office space
- Phones, faxes, postage
- Volunteer time
- Transportation
- Use of equipment
- Use of classroom/workshops space
- Professional services

More and more, grant funding programs are requiring you to match the value of their funding with a percentage of funding from other sources, donations and in-kind contributions. For example, they may offer up to 75% of the funding that you need, but you may have to provide proof of 25% worth of volunteer time and in-kind contributions. Or, they may offer up to 50% of the funding that you need, provided you can demonstrate another 25% from private funding sources and 25% of your own donations or in-kind contributions.

All funding agencies are different – **be sure to read what each funder will accept as 'in-kind'**. The bottom line is that your contributions of time and expertise have a value. Tracking your hours and placing a dollar value on any other advice or expertise translates to a record of valuable donations and in-kind contributions.

Those contributing advice or other types of professional expertise should keep track of time on a timesheet or prepare an invoice showing professional fees. At the bottom of the invoice, they can include the following statement:

Total Due: $0 (reduced to $0 as a professional courtesy / in-kind contribution)

REVIEWING AND RE-WORKING

When you feel ready to submit your application, go over your project description once more and compare it with the program description of the funding program to which you are applying. Check that the project description is consistent and reflects what the work plan and budget show that you will do. Make sure that you have not left out any key details and be sure to double-check your spelling and grammar. It may be helpful to have someone else edit your writing, as a person who is not familiar with your project can often notice gaps in your proposal that you had not identified.

Make use of any checklists that come with the application package. These checklists will help to ensure that you've included all the necessary support material for your application. Once you are sure that the proposal meets all of the requirements, you are ready to submit it to the funder for assessment.

Congratulations – you've completed your proposal!

HOW GRANT APPLICATIONS ARE ASSESSED

Each funding agency has its own process and criteria for assessing grant applications. Here are some factors that are generally considered:

- the nature, quality and impact of the program/project in the community
- the expertise of organizers/staff to carry out the project
- the quality of programs already delivered by the applicant
- demonstration that the program/project is well thought out and that the applicant has the capacity to implement the project
- demonstration that the applicant has completed any other program/project funded by this grant program (and submitted any final reports required)
- demonstration of how this project benefits the community - defining deliverables and measuring outcomes/impact
- return on investment – what are the benefits to the community relative to the size of the grant?

Proposal Review Committee

Applications are often reviewed by a committee, which is assigned to review grant applications and to provide recommendations as to which should be funded.

Committee members are responsible for reviewing and evaluating all applications. Depending on the funder and the type or amount of funds requested, the final decisions can be made by either the review committee or funder itself as to which applications will be funded and the amount of funds awarded to successful applicants.

ONCE THE DECISION IS MADE

You got the grant! Now what?

Celebrate your success and start realizing your vision! It can be incredibly exciting to receive a grant to support your organization or project. Now, it is time to get down to work on the project itself. Though your proposal has already served its main purpose of securing funding for your project, it can also be a tool to help keep you on track. Refer to your project work plan often and use your project budget to be sure that your resources are being used efficiently. Upon completion of the project, your proposal can also be a helpful reference when you are writing your final report for the funding organization.

Maintain a positive relationship with the funder

Relationships between the grantee and funder are important. You can foster this relationship by reaching out to the funder before problems occur as well as ensuring that you complete any reporting criteria that accompanies the grant funds.

Despite best efforts, sometimes project timelines can change and project outcomes can take new and exciting, yet unexpected, directions. If this happens during the execution of your project, be sure to contact the funder and keep them up to date.

Almost all funding programs will require that you submit a final report once you have completed your project. You will usually need to submit this final report before a funding organization will consider you or your organization eligible to receive financial support for any new projects.

Funding organizations usually have their own specific final report form that you will need to complete. As part of this final report, you may be required to submit samples of work demonstrating the outcomes of the completed project and/or receipts indicating how the funds were spent.

You didn't get the grant. Now what?

Although it is always hard to stomach the disappointment of not having your proposal accepted, allow yourself to feel the disappointment, while also being sure to keep faith in your vision and project. There will be times when you get the grant and other times when you don't get the grant.

Seek constructive feedback and try again

Even if you did not get the grant this time, submitting a proposal and receiving feedback can be worth its weight in gold. Be sure to call or email the funder to find out what feedback the review committee gave as they reviewed your project proposal. Receiving and integrating this feedback into subsequent grant applications could lead to successful grant writing in the future.

APPENDIX A: GREATER VICTORIA FUNDERS NETWORK – GRANTING INFORMATION

ORGANIZATION	CONTACT INFORMATION	INTAKE TIMELINES & ELIGIBILITY CRITERIA
BC HEALTHY COMMUNITIES SOCIETY (BCHC) **525 GOVERNMENT ST. VICTORIA, BC V8V 0A8**	**Jodi Mucha** **Executive Director** 250-356-0930 jodi@bchealthycommunities.ca Website: www.bchealthycommunities.ca LinkedIn: http://www.linkedin.com/pub/jodi-mucha/7/b04/938\ Facebook: /bchhealthycommunities	**Funding Priority:** Capacity-building **Grant Sizes:** $1,000 - $20,000 **Application Deadlines:** Varies based on the program/project – visit website. **Eligible Applicants:** Varies based on the program/project, but common criteria is multi-sectoral collaboration. **Link to Application Information:** • Municipal/Community Alcohol Program: http://bchealthycommunities.ca/map • Age-Friendly Communities Recognition Award: http://bchealthycommunities.ca/agefriendly • Plan H capacity-building fund: http://planh.ca/funding
C-FAX SANTAS ANONYMOUS SOCIETY **1420 BROAD ST. VICTORIA, BC V8W 2B1**	**Christine Hewitt** **Executive Director** 250-920-4644 christine.hewitt@bellmedia.ca www.CFAXSantas.com	Due to existing commitments and ongoing support for flagship projects, CFAX Santas Anonymous Society will not hold a public grant cycle in 2016. The next announcement for special grant applications will take place in late spring of 2017.
CAPITAL REGIONAL DISTRICT (CRD) ARTS DEVELOPMENT	**Heather Heywood** **Administrative Assistant** 250-360-3215 artsdevelopment@crd.bc.ca	**Funding Priority:** Arts **Grant Sizes & Types:** 3 funding programs: 1) Operating Grants, 2) Project Grants, and 3) Innovate, Develop, Experiment, Access (IDEA) Grants. Size varies.

625 FISGARD ST. PO BOX 1000 VICTORIA, BC V8W 2S6	www.crd.bc.ca	**Application Deadlines:** January-May deadlines for project-based programs. September for operating grants. **Eligible Applicants:** Not-for-profit organizations based in CRD municipalities that contribute to the CRD Arts Development Service. Prospective applicants are advised to read guidelines for each program and contact staff to determine eligibility. **Link to Application Information:** https://www.crd.bc.ca/service/arts-funding
CHILDREN'S HEALTH FOUNDATION OF VANCOUVER ISLAND **2390 ARBUTUS RD, VICTORIA, BC V8N 1V7**	250-519-6977 www.childrenshealthvi.org	**Funding Priorities:** Programs across Vancouver Island that support children and youth with disabilities and health challenges. **Grant Types & Sizes:** unspecified **Application Deadlines:** Annual intake opens late September or early October, with a granting cycle of April to March. **Eligible Applicants:** Community-based programs on Vancouver Island that focus on removing barriers and creating opportunities for children and youth with disabilities or health challenges. **Link to Application Information:** https://childrenshealthvi.org/how-we-help/grants-programs
COAST CAPITAL SAVINGS **400-645 TYEE RD. VICTORIA, BC V9A 6X5**	**Maureen Young Senior Manager, Community Partnerships & Investment** 250-483-8779 communityinvestment.fund@coastcapitalsavings.com Website: www.coastcapitalsavings.com Facebook: /coastcapitalsavings Twitter: @Coast_Capital	**Funding Priorities:** Through the Youth Get It investment program, support 3 key areas: 1) Financial Empowerment: Helping build a strong financial future for youth 2) Educational Success: Helping youth succeed during their school years 3) Healthy Minds: Helping youth build a sense of belonging to decrease stress and depression **Grant Sizes:** Grants to a maximum of $30,000. **Application Deadlines:**

	Instagram: /coast_capital	Fall 2016 granting cycle – small granting round, targeted to programs that occur between December 2016 and May 2017. Requests will be considered for programs that align to all three of Coast Capital's Youth Get It Investment program focus areas. Winter 2017 granting cycle - main granting round for programs that support youth to build healthy minds. Expect an Expression of Interest deadline in November 2016 with grant notifications set for late January/ early February 2017. Spring 2017 granting cycle - main granting round for programs that build financial empowerment and educational success for youth. Expect an Expression of Interest deadline in January 2017 with grant notifications set for late March/ early April 2017. **Eligible Applicants:** Local non-profit organizations helping to build a richer future for youth in our communities in areas of Financial Empowerment, Educational Success, and Healthy Minds. **Link to Application Information:** www.coastcapitalsavings.com/Grants **Additional Information:** Grant applications will be reviewed by Young Leaders Community Councils, regional advisory groups composed of eight emerging young leaders under the age of 30 (four representatives are from the community and four are Coast Capital employees). www.coastcapitalsavings.com/YoungLeaders We've made a promise to help build a richer future for youth in your community. Coast Capital Savings invests 7% of our budgeted pre-tax profits towards local, worthwhile community causes. Since 2000, that adds up to more than $60 million.
FIRST WEST FOUNDATION	**Kim Davies** **Program Officer** 604-539-5867	**Criteria**: Grants have to support programming that enhances individual or community resiliency in some manner.

6470 - 201 ST. LANGLEY, BC V4N 5N1	info@firstwestfoundation.ca Website: firstwestfoundation.ca Twitter: @FirstWestFDN	**Grant Sizes**: $1,000 - $20,000 **Application Deadlines:** Varies by endowment (see details on website). Accept expressions of interest year-round through on-line form. **Eligible Applicants:** Registered charities serving the same communities as First West Credit Union. **Link to Application Information:** http://www.firstwestfoundation.ca/content/apply-grant **Additional Information**: The First West Foundation is First West Credit Union's companion charity. The Foundation grants through its endowments to the communities served by the divisions of First West; namely, Envision Financial, Valley First, Enderby Financial, and Island Savings.
HORNER FOUNDATION **1489 MOUNT DOUGLAS CROSS RD. VICTORIA, BC V8X 3H6**	**Tracy Cullen** **Executive Director** 250-217-4280 hornered@gmail.com www.thehornerfoundation.org	**Priorities:** Youth and Food Security grants **Grant Sizes**: $10-20,000 USD/year for 2 years. Project and capital funding available. **Application Deadline:** Intake of funding applications for food security and youth-related grants occurs every other year, next cycle opens January 3, 2017. **Eligible Applicants:** Registered charities that provide programming for youth to engage in their food system and increase food literacy. Preference will be given to organizations that work to develop community partnerships and collaborations. **Link to Application Information:** http://www.thehornerfoundation.org/Grant-Making.html **Additional Information:** In addition to Youth & Food Security Grants, Horner Foundation has made a multi-year commitment to support the Youth Program Quality Initiative (YPQI), whose focus is on improving the quality of all youth

		programs in the Greater Victoria region. The YPQI provides training, coaching and support for all youth-serving organizations, ensuring that all youth have positive, engaging experiences in and out of school. Intake for the YPQI occurs annually, and the next Call for Applicants will be in June 2016. For a full list of participating organizations and to learn more about the YPQI, see http://communitycouncil.ca/YPQI_Home
PROVINCIAL EMPLOYEES COMMUNITY SERVICES FUND (PECSF/ COMMUNITY FUND) **3RD FLOOR, 810 BLANSHARD ST. VICTORIA, BC V8W 2H2**	**Gillian Henuset** **Campaign Manager** 250-356-1736 PECSF@gov.bc.ca www.gov.bc.ca/pecsf	**Criteria:** Local organizations that contribute to enhancing quality of life in BC. **Grant Types and Sizes:** Successful applicants will secure funding for three years, with the requirement to submit a progress report annually. Approx. $400,000 granted annually. **Application Deadlines:** The next intake of applications for funding in the Capital Region is May 31st, 2017. **Eligible Applicants:** Charities that are in our local communities, although they may be affiliated with provincial or national charities. **Link to Application Information:** www.gov.bc.ca/pecsf
TELUS VICTORIA COMMUNITY BOARD **826 YATES ST. VICTORIA, BC V8W 2H9**	**Kathy Baan** **Senior Manager, Community Investment, Vancouver Island** 250-388-8150 kathy.baan@telus.com Website: www.telus.com/community Facebook: /telusvictoriacommboard	**Criteria:** 1) Youth-focussed, 2) Aligns with our interest in either health, education or the environment, 3) Demonstrates technological innovation in program delivery, 4) Defines and measures social outcomes **Grant Sizes:** Maximum $20,000/grant. In special circumstances with extraordinary projects, maximum $50,000/grant. **Application Deadlines:** Granting cycles are three times/year. Deadlines vary but usually February, May and September. Decisions in March, June and October. **Eligible Applicants:** Registered Charities and other Qualified Donees that are listed by the Canada Revenue Agency. http://www.cra-arc.gc.ca/chrts-gvng/qlfd-dns/qd-lstngs/menu-eng.html **Link to Application Information:** www.telus.com/community

UNITED WAY OF GREATER VICTORIA **1144 FORT ST. VICTORIA, BC V8V 3K8**	**Danella Parks** **Director, Community Investment** 250-220-7360 CI.Fund@uwgv.ca Website: www.uwgv.ca Twitter: @uwgv @UWGVImpact Facebook: /United-Way-of-Greater-Victoria-177457502305029/	**Granting Priorities:** 1) Kids – supporting kids and youth with resources to grow up healthy and transition into adulthood 2) Poverty – building individuals' financial stability and independence through access to healthy food, affordable housing and employment 3) Community – developing the capacity of people to care for themselves and families by creating opportunities and places for social interaction. **Grant Sizes:** Maximum $40,000/year for individual grants, maximum $65,000/year for collaborative grants. Multi-year funding available. Approx. $3-4 million granted annually. **Application Deadline:** Intake of applications is Fall 2016. Funding is on an April to March funding cycle. **Eligible Applicants**: Registered charities with Canada Revenue Agency that 1) serve people in the Capital Regional District and southern Gulf Islands, and 2) demonstrate a willingness to support United Way's fundraising efforts. For a complete description of funding eligibility, contact United Way Greater Victoria and request a copy of their most recent funding framework. **Link to Application Information:** http://uwgv.ca/funding
VANCITY **MOUNT TOLMIE COMMUNITY BRANCH 100-1590 CEDAR HILL CROSS RD.** **VICTORIA COMMUNITY BRANCH 3075 DOUGLAS ST.**	**Andrea Di Lucca Bustard** **Community Investment Portfolio Manager** 250-995-7647 andrea_diluccabustard@vancity.com www.vancity.com	**Community Partnership Program** **Impact Priorities:** 1) co-operative principles and practices, 2) social justice and financial inclusion, 3) environmental sustainability. **Grant Size**: up to $10,000 for local projects and initiatives that are aligned to our impact priorities in the communities we serve. **Application Deadline**: Community Partnership Program applications are accepted on an ongoing basis throughout the year. **Eligible Applicants:** Vancity's Community Partnership Program welcomes applicants from local not-for-profit organizations, social enterprises, co-

VICTORIA CITY CENTRE COMMUNITY BRANCH **752 FORT ST.** **LANGFORD COMMUNITY BRANCH 100-800 KELLY RD.**		operatives, labour unions, Indigenous organizations or First Nation governments that align with our values and that are based in the communities we serve. **Link to Application Information:** https://www.vancity.com/AboutVancity/InvestingInCommunities/Grants/CommunityPartnershipProgram/ **Additional Information:** In addition to the Community Partnership Program, Vancity also invests in communities through programs such as enviroFund and the Vancity Community Foundation. For more information, please visit: https://www.vancity.com/AboutVancity/InvestingInCommunities/Grants/ Vancity also supports mission-driven organizations and their enterprising activities that create positive social and environmental impact in the community. Priority sectors include green businesses, social ventures and businesses in the local and organic food sector (includes not-for-profits, social enterprises, First Nations governments, charities, co-operatives and labour unions). For more information, please visit: https://www.vancity.com/BusinessBanking/Financing/ImpactBusinessDevelopment/?xcid=bus_megamenu_impact_bus_dev
VANCOUVER FOUNDATION **200-475 WEST GEORGIA ST. VANCOUVER, BC V6B 4M9**	**Niveria Oliveira** **Manager, Grants & Community Initiatives (Arts & Culture and Education & Training fields)** **Terra Kaethler** **Manager, Grants & Community Initiatives (Health & Social Development and Environmental & Animal Welfare fields)** Phone: 604-688-2204 Email: info@vancouverfoundation.ca Website: www.vancouverfoundation.ca Facebook: VancouverFdn	**Focus area:** Social Innovation - projects that seek to address the systemic root causes of complex social issues in ways that lead to systemic change. **4 Fields of Interest:** 1) Arts & Culture, 2) Education & Training, 3) Health & Social Development, 4) Environment & Animal Welfare **Grant Types and Sizes:** 1) Develop grants (Maximum $10,000 for up to one year). One-stage application process - Project Overview that includes a project summary and budget. 2) Test grants (Maximum $75,000/year for up to three years). Two-stage application process - Project Overview that includes a project summary and budget. If invited to proceed, Full Proposal supported by various documents is required.

	Twitter: @vancouverfdn LinkedIn: vancouver-foundation YouTube: VancouverFoundation	3) Grow grants (Maximum $50,000/year for up to three years). Two-stage application process – same process as Test grants. **Application Deadline:** The 4 fields of interest and 3 grant types have staggered application deadlines. Please see https://www.vancouverfoundation.ca/grants/field-interest-grants/key-dates for more details. **Eligible Applicants:** Registered charities and other qualified donees that are listed by the Canada Revenue Agency. http://www.cra-arc.gc.ca/chrts-gvng/qlfd-dns/qd-lstngs/menu-eng.html **Link to Application Information:** https://www.vancouverfoundation.ca/grants/field-interest-grants
VICTORIA FOUNDATION **#200 - 703 BROUGHTON ST. VICTORIA, BC V8W 1E2**	**Rudi Wallace** **Grants Coordinator, Community Initiatives and Grants** 250-381-5532 rwallace@victoriafoundation.bc.ca **Carol Hall** **Director, Community Initiatives and Grants** 250-381-5532 chall@victoriafoundation.bc.ca Website: www.victoriafoundation.bc.ca Facebook: /TheVictoriaFoundation Twitter: @vicfoundation	**5 Fields of Interest:** 1) Arts, Culture & Heritage, 2) Community Services, 3) Education, 4) Environment, 5) Health & Recreation Applicants must identify how their project addresses a Vital Signs issue area. **Grant Types and Sizes:** 1) Focus Grants (maximum $15,000); 2) Vital Grants ($15,000 - $40,000), 3) Large-Scale Collaboration Grants (variable, by invitation) **Application Deadline:** One granting cycle/year. Opens late June 2016, closes August 15, 2016. **Eligible Applicants**: 1) In good standing as a federally-registered charity or other qualified donee with the Canada Revenue Agency; 2) Located within the Capital Regional District (CRD),* and 3) Met all reporting requirements on previous grants from the Victoria Foundation (if applicable). * Projects located outside the CRD on Vancouver Island or in Powell River may be eligible if they provide employment or education for adults with developmental disabilities. **Link to Application Information:** http://www.victoriafoundation.bc.ca/grants-loans/apply-community-grants

APPENDIX B: SAMPLE QUESTIONS AND RESPONSES

Here's is an example of a proposed arts therapy program for challenged youth. Included are some fairly complete and easy to understand responses, compared with incomplete and vague responses.

A. Please describe your organization's purpose or mission.

Complete	The **Island Art Society** (IAS) has been serving the community for more than 20 years. Our mission is to work with community volunteers and partner organizations to support literacy and community education across the Islands. The society adheres to a functional view of 'literacy': the ability to accomplish tasks and flourish in the community. 'Community education' is interpreted as members of the community building literacy skills together: the community teaching the community. **Island Social Services** (our lead partner) has emphasized assistance for the under- and unemployed. We have partnered with three other agencies to offer a short series of life skill workshops for people with mental health or addiction issues and to develop a website where the marginalized can have a voice and in turn provide a 'safe' forum for the wider community to build relationships with people they may previously have judged or avoided.
Incomplete	We are an arts-centred organization working to provide a space for people to express their art form and share it with the community.

B. Please describe your proposed project or program.

Complete	This project will be developed and run as a partnership between Island Arts Society & Island Social Services. This project recognizes that the most effective service delivery entails organizations working together to provide integrated care. Through a series of workshops, vocational rehab, employment mentoring, and an innovative website, Free Voice, IAS will provide an opportunity for 50 marginalized community members to build essential life skills, express themselves through the arts, connect and socialize with their community and hopefully re-enter the work world.
Incomplete	We will bring people together to post their thoughts on the web, talk about art, mingle and get information on services in the community.

C. Describe the need that your project addresses (i.e., why is your project important?)

Complete	We did a careful review of all VIHA reviews and recommendations for the island. We reviewed similar successful programs across BC, Canada and internationally and consultation with community groups and Community Economic Development Commission. Summary available upon request.

	From 2010-2011, the Island Social Services (ISS) conducted a six-month study funded by the Ministry of Housing and Social Development collecting quantitative and qualitative data regarding the employment barriers and needs of 2,000 clients on their rolls. In 2010, ISS provided short term mental health care for 194 people; assisted 62 adults and 50 youth with addiction; provided mental health care for 86 people and mental health nursing for 46; and Yellow Sub accommodated 25. In 2011, IAS ran a six month test run of this program offering life skill workshops for referred clients who had mental health and addiction issues, with evaluation monitored throughout. The IAS also enrols approximately 150 new learners each year and monitors their needs and barriers.
Incomplete	We asked people in the community if they thought that this program would be a good idea and they said yes.

D. What sort of background or history does your organization have to carry out your proposed project?

Complete	Island Arts Society currently has over 100 volunteers including many with specialised teaching expertise; and psychology and mental health nursing backgrounds. We have well-established relationships with the marginalized sectors of the community. The Executive Director has an MSc in Public and Social Policy from the London School of Economics and is currently also a CRD Commissioner for Community Economic Development. Our Educational Programmer has a BA in Psychology and has had an extensive career developing educational programming for people with multiple barriers, both across Canada and internationally. We have a proven track record providing individualized education, learner-centred programming and literacy support for people with mental health, addiction or poverty barriers. Our partnership on this project with Island Social Services entails access to their expert staff, which includes clinical counsellors, a mental health nurse, support workers, a social worker, and front-line service providers.
Incomplete	We have many volunteers with a passion for art and our staff have been in the art field for many years. We have provided art classes at local community fairs and have made 14 presentations at the local high school.

E. How long will it take to carry out your project (or what is your timeline for the project)?

Complete	**September to December 2012** **Pre-program – June/July - August** • Planning, recruitment, publicity • Individualized contact and support: workshop hosts, mentors, volunteers, participants • Community liaison • Advisory committee Evaluation process **Life skills workshop** • Vocational rehab • Life skill training • Creative processes • Recreation • Social opportunities **Mentoring program** • Workplace • Skill development **Social Activities:** meals, drug-free recreation • ***Volunteer Support:*** training, consulting, program planning and assessment • ***Free Voice website:*** tutoring, materials technical assistance **Evaluation & Assessment – Mid-program & December 2012**
Incomplete	The program will run over a 4 month period with a number of workshops and activity sessions taking place during that time.

F. Who will be involved in your project and what will their roles be?

Complete	Island Art Society will employ a full-time coordinator to create and deliver vocational rehab, life skills, educational, life-long learning and creative recreational programming for people with mental health, addiction or other pervasive barriers to healthy lifestyles and potential employment. In addition, volunteer mentors will work with participants preparing to re-enter the workplace. This coordinator will establish an advisory committee of 12, representing a range of community groups as well as representatives from the participant group to assist in the planning and evaluation process.

	Each participant will be provided with tools to articulate and evaluate their learning goals and objectives. Staff at Island Art Society and Island Social Services will be available for advice and support. As a new program, it is challenging to predict exact success rates. Further, the project is working with people who have serious life challenges. All successes, minor and major, will be celebrated and accounted for.
Incomplete	There will be a number of people (staff, volunteers, advisory committee members) involved in the program and there will be clear roles and responsibilities in place for each group.

G. How will your project benefit your organization, participants, or community?

Complete	The vocational rehab, life skills and creative recreational drop in classes and courses that will be offered by this project create crucial social opportunities for the target population of 50 participants. Each day will also include a meal and time set aside for socializing to reduce isolation that our surveys show is common. Experts and interested people from the wider community will be utilized in the programming as support volunteers and as workshop hosts. This will create social opportunities between sectors of the community that might otherwise have not interacted.
Incomplete	This project will benefit our community immensely in terms of teaching, learning and bringing awareness to the general public.

APPENDIX C: SAMPLE BUDGET TEMPLATE

How much will the entire program/project cost (or what is the full budget for the project), and how much of the budget are you requesting from this grant program? *Note: Some funding agencies have a maximum percentage as to how much they will fund administrative overhead. Pro-rate those costs where you can show a direct link.*

Complete	Items	Details	Total Amount	**Funders Cost**
Expenses	Salaries/wages/benefits	Coordinator ($25hr X 40hrs wk) Honoraria	$52,000 $ 3,000	$30,000
	Material & Supplies	Manuals @ 40, printing, Adver.	$ 650	$ 300
	Evaluation Costs	$25 hr x40 hours	$ 1,000	$ 1,000
	Food & Beverages	10 per person x 40 for 16 wks	$ 6,400	$ 3,000
	Computers	Refurbished and software	$ 3,000	
	Facilities Expenses	Insurance & janitorial work	$ 2,000	$ 1,000
	Total Expenses		**$68,050**	**$35,300**

Complete	Items	Details	Total Amount	
Revenues	VIHA	Confirmed	$20,000	
	Chamber of Commerce	Confirmed	$ 1,000	
	In-Kind Contributions	Volunteer hours @ $20 per hour	$10,000	
	Total Revenue/In-Kind		$31,000	
Amount Requested from funder				**$35,300**

Incomplete	Items	Details	Total Amount	**Funders Cost**
Expenses	Salaries/wages/benefits		$52,000	
	Material & Supplies		$ 650	
	Evaluation Costs		$ 1,000	
	Food & Beverages		$ 6,400	
	Computers		$ 3,000	
	Facilities Expenses		$ 2,000	
	Total Expenses		**$68,050**	
Incomplete	Items	Details	Total Amount	
Revenues	VIHA		$10,000	
	Chamber of Commerce		$ 1,000	
	Total Revenue/In-Kind		**$11,000**	
Amount Requested from funder				**$35,300**